



**PLANNING & DEVELOPMENT SERVICES DEPARTMENT**  
**Building & Code Regulations Division**  
**Sign Construction Checklist**



When you submit your application for any type of sign construction, you should use the following checklist to determine if your application submittal is complete. Only complete applications can be accepted for processing. Sign construction includes, but is not limited to, new construction, repair, or any other structural changes of existing signs. All forms must be completed in ink, properly signed and notarized.

ITEM	HOW MANY	COMMENTS
<b>Sign Permit Application</b>	1	A completely filled out sign permit application must be submitted, including subcontractor information and agreements if applicable. The application must be signed by the applicant/qualifier and notarized.
<b>Recorded Warranty Deed</b>	1	If the property has been purchased within the last six months, the Property Appraiser records may not be up to date. In this case, we must see a recorded warranty deed in your name to prove ownership.
<b>Notice of Commencement</b>	1	A recorded Notice of Commencement for any sign construction with a value exceeding \$2,500 has to be submitted at time of building permit application.
<b>Surveys</b>	2	Surveys are required for all building permits involving a sign structure <b><i>with a construction value exceeding \$10,000</i></b> . The survey must show the actual location of all existing and proposed signs on the property. Signs on corner lots must follow specific setbacks to ensure a sufficient sight visibility triangle for the adjacent roads. The surveys must be <u>signed/sealed</u> by a registered Florida surveyor. Please see our survey requirement sheet for specific requirements.
<b>Construction Plans</b>	2 sets	All proposed sign construction must be accurately shown on the plans including but not limited to electrical wiring, footing size, location and size of reinforcing steel, size and lettering on sign etc. Plans for wall signs must also show location, attachment information, size, height and width of total wall face area of each establishment fronting on the street. Plans for ground signs must show a landscaped area around its base, which extends a minimum distance of 3 feet in all directions. All sets need to be signed and sealed by a Florida registered engineer. Please contact our Building Division at (772)462-1553 for construction information.

**OTHER DOCUMENTS OR PERMITS THAT MAY BE REQUIRED**

<b>Owner/Builder Affidavit</b>	1	When the application is applied for under the owner/builder provisions of Chapter 489.103(7), F.S., the applicant for this sign permit must personally appear to sign the affidavit.
<b>Vegetation Removal Permit</b>	1	Applies to <b><u>all</u></b> properties. A completely filled out vegetation removal application must be submitted with the sign permit application. Any questions need to be directed to the Environmental Resource Department at 772-462-2531.
<b>Wind Load Calculation</b>	2	This form needs to be signed/sealed by a Florida registered engineer.
<b>Ground Sign Landscape Affidavit</b>	1	Must be signed by the property owner and notarized for all ground sign permit applications.
<b>Filled Lands Affidavit</b>	1	Must be signed by the property owner and notarized.

**NOTES:**

Additional information beyond that contained in the checklist may be required in order to ensure a complete review of your building permit application.

All impact fees will have to be paid at the time of permit issuance.

You are required to call for all inspections as indicated on your building permit and for a final inspection.

If you have any questions, you are encouraged to ask our staff in the Building & Zoning Department. Please call 7721-462-1553 for further information.



**PLANNING & DEVELOPMENT SERVICES DEPARTMENT  
BUILDING & CODE REGULATIONS DIVISION**

June 4, 2001

**NOTICE TO ALL CONTRACTORS**

This notice is to advise anyone proposing to construct a ground sign in the unincorporated St. Lucie County jurisdiction a Ground Sign Landscape Affidavit must be signed by the property owner and submitted with the building permit package.

Effective immediately any ground sign without the required landscaping per the St. Lucie County Land Development Code will be in violation.



PLANNING & DEVELOPMENT SERVICES DEPARTMENT  
BUILDING & CODE REGULATIONS DIVISION  
2300 Virginia Avenue  
Ft Pierce, FL 34982  
(772) 462-1553

## Ground Sign Landscape Affidavit

I, the undersigned, am the owner of the following described property, \_\_\_\_\_

(Property Tax ID #/Legal Description/Address)

which I have applied to St. Lucie County for a Ground Sign Permit. In accepting this Ground Sign Permit, Building Permit Number \_\_\_\_\_, I acknowledge that as owner of the above described property, and in accordance with Section 9.02.01(D)(6) St. Lucie County Land Development Code, I shall have a landscaped area around the sign base which extends a minimum distance of three (3) feet in all directions. Such landscaped area shall be completely covered by natural drought-tolerant ground cover and shrubs, hedges or similar vegetative materials.

\_\_\_\_\_  
Print Property Owner Name

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

State of Florida, County of \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

by \_\_\_\_\_ who is personally known \_\_\_\_ to me

or who has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
seal

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Print or Type Name of Notary

Notary Public Title

\_\_\_\_\_  
Commission Number